



Civil Service Commission

Monroe County, New York

Jean Carrozzi
Chairperson

Brayton McK. Connard, SPHR
Executive Director

April 27, 2018

LINDA FLEMING
312 OAKLAWN DRIVE
ROCHESTER, NY 14617-1530

ADMISSION LETTER – BRING WITH YOU TO THE EXAM

Exam: MANAGEMENT ASSISTANT, OC-67226
Candidate ID#: 9995
Exam Time Limit: 5.50 hours

Report on Saturday, May 12, 2018 to GREECE OLYMPIA HS - ROOM 214, 1139 MAIDEN LANE, ROCHESTER, NY 14615. Your examination will begin at 8:30 am and check in begins at 8:00am.

You must bring a form of identification showing your **signature and photo** (example: Driver's License or Photo Identification Card), this admission letter, and at least one sharpened #2 pencil.

Quiet, non-programmable, hand-held, solar or battery powered calculators with arithmetic features and/or slide rules are **RECOMMENDED** for this examination. Devices containing spell check, dictionary, language translator, personal address and/or telephone directory, personal digital assistants or typewriter keyboard features or similar devices are **prohibited**.

You must be present at the assigned time printed above. **Check in begins at 8:00am.** You must arrive within one half hour of the above scheduled time or you will not be allowed to take the exam that day nor have it rescheduled.

If you are driving, please park in designated parking spaces. Tickets will be issued to anyone parking in the Fire Lanes. At some locations, there is parking in both the front and rear of the building.

No lunch break will be provided, but you may bring a quiet lunch. You will not be allowed to leave the building at any time until you complete the exam. **NOTE: Cellular phones and pagers are not permitted at the exam site.** For further information on the Civil Service process, please visit our web-site at www.monroecounty.gov.

I affirm that the information in my exam application is to the best of my knowledge true and correct and any false statements made may result in disqualification. I understand I may be required to undergo a fingerprint criminal background check and a pre-employment urinalysis test as a condition of employment. I further understand that no person shall copy, record, or transcribe any examination question or answer; or remove from the examination room or possess outside the examination room, any question sheet, answer sheet or booklet, scrap papers, notes or any other papers or materials relating to such examination. A candidate in an examination shall not at any time communicate with an examiner concerning the conduct or content of such examination; and shall not directly or indirectly communicate to any such person information concerning the content of such examination until completion of the testing of all candidates. I understand a violation of these provisions may result in disqualification from being a candidate for any civil service examination for a period of five years.

Candidate Signature: _____
(To be signed in the presence of an Exam Proctor)